

PERSONNEL SUB-COMMITTEE

WEDNESDAY 6th JULY 2021

Minutes of the meeting of the **PERSONNEL SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe on **WEDNESDAY, 6th JULY 2021 at 6.00pm**

PRESENT

Councillor Arun M. Chandran (Chairman) and Councillors: Martin Ashcroft, Peter J. Bergg, John Clark, Ian Gray, Brian Haigh, Mrs Sandra Haigh, Dave Hardaker, Andrea Miller and Carl Robinson

OFFICERS

Mr D. Austin (Town Clerk)
Mrs C A Walton (Corporate and Policy Officer)
Mrs J. Thexton (Head of Leisure and Events)
Mrs L. Downton (Acting Manager – Pre-School)
Miss A. Donald (Town Clerk's PA)

9. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Dorothy Bowman, Bob Fleming and Michael Stead.

10. MEMBERS' DISPENSATIONS

No applications for dispensation had been received.

11. DECLARATIONS OF INTEREST

There were no declarations of interest.

12. PUBLIC QUESTIONS

There were no public questions.

13. CENTRAL ESTABLISHMENT STAFFING – ADMINISTRATIVE ASSISTANT

The Town Clerk submitted a report requesting members to consider a proposed change to the hours of the vacant Clerical/Events Assistant post and to agree to commence an internal recruitment process for this post.

It was proposed by Councillor Martin Ashcroft, seconded by Councillor Dave Hardaker and

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) The recommendation to reduce the hours of the Clerical/Events Assistant post to 30 hours per week be approved.
- iii) An internal recruitment process for this post be commenced.

14. OAKLEAF SPORTS COMPLEX STAFFING – DUTY MANAGER POST

The Town Clerk and Head of Leisure and Events submitted a report requesting members to consider the proposed unfreezing of the vacant Sports Complex Manager post and to agree the commencement of the recruitment process for this vacancy.

It was proposed by Councillor Martin Ashcroft, seconded by Councillor Carl Robinson and

RESOLVED – that it recommended that:

- i) The report be received.
- ii) The Sports Complex Manager vacancy be unfrozen.
- iii) The proposed recruitment process be commenced.
- iv) An appointments panel be appointed to consist of Councillors Bob Fleming, Arun M. Chandran, Carl Robinson, Andrea Miller, Martin Ashcroft and Peter J. Bergg.

15. DRAFT WORKPLACE DRUG AND ALCOHOL POLICY

The Management Team submitted a report requesting members to consider a draft Workplace Drug and Alcohol Policy.

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) The policy be approved, subject to minor amendments.

16. DRAFT MENTAL HEALTH AND WELLBEING POLICY

The Management Team submitted a report requesting members to consider a draft Mental Health and Wellbeing Policy.

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) The policy be approved, subject to minor amendments.

17. DRAFT HOMEWORKING POLICY

The Management Team submitted a report requesting members to consider a draft Homeworking Policy.

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) The policy be approved, subject to minor amendments.

18. PRE-SCHOOL SEN ONE-TO-ONE SUPPORT STAFFING REQUIREMENTS

The Management Team submitted a report requesting members to consider options to address the increasing requirement for one-to-one support for Special Education Needs (SEN) children, plus the lack of availability of support staff from Durham County Council Early Years Department.

After discussion it was proposed by Councillor Peter J. Bergg, seconded by Councillor Martin Ashcroft and

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) The budget provision currently made for a Cover Assistant post within the pre-school staffing budget be converted into a permanent Pre-School Assistant post, specifically for SEN cover.
- iii) A letter be sent to Durham County Council Early Years Department expressing the Town Council's concern and disappointment regarding the lack of availability of SEN support staff from the County Council.

19. EXEMPT BUSINESS

It was proposed by Councillor Martin Ashcroft, seconded by Councillor Peter J. Bergg, and

RESOLVED – that in view of the confidential nature of the business about to be transacted it was, in the opinion of the Council, advisable that the public and press be excluded from the meeting.

20. PRE-SCHOOL STAFF REQUEST FOR PART-TIME HOURS

Councillor Carl Robinson left the meeting during discussion of this item.

The Management Team submitted a report asking members to consider a request from a pre-school employee for a reduction to her contracted hours.

After considerable discussion and consideration it was proposed by Councillor Arun M. Chandran, seconded by Councillor Peter J. Bergg and

RESOLVED – that it be recommended that:

- i) The report be received
- ii) The request for a reduction in contracted hours be declined.
- iii) An option for ensuring required staff : child ratios in future, if required, be approved in principle.

21. RE-ADMISSION OF PRESS AND PUBLIC

It was proposed by Councillor Peter J. Bergg, seconded Councillor Martin Ashcroft, and

RESOLVED – that it be recommended that the press and public be re-admitted to the meeting.

Chairman